

CDBG**Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 01-2****TO: All Funded Jurisdictions****DATE: March 30, 2001****SUBJECT: Announcement of Mandatory EDBG Enterprise Fund File Management Orientation**

Purpose of this memo:

This memo is an announcement to all funded jurisdictions to attend a required EDBG Enterprise Fund File Management Orientation. The date and location of the half-day workshop session is Wednesday, April 25th, at HCD Headquarters, 1800 3rd Street, Room 185, Sacramento and will run from 9:00 a.m. to 2:00 p.m.

Orientation contents

This orientation will provide information to grantees on how to organize and manage their EDBG Enterprise Fund filing system, in order to document progress, streamline management, ensure successful and efficient self-monitoring and prepare for closeout monitoring. The agenda will focus on establishing marketing, credit review, loan closing and tracking files, environmental review, procurement, public information, equal opportunity, general reporting, program income and labor standards files.

Who must attend?

This orientation is mandatory for all grantees funded in the 2000/2001 funding cycle and is most important to those jurisdictions currently participating in the EDBG Enterprise Fund program. Both local EDBG contract administrators and program operators should attend the orientation. Travel to this orientation is an allowable CDBG expense under general administration.

CDBG Field Representatives from each region will be available for consultation during the afternoon the day of the orientation.

For further information:

Please contact the CDBG Program Secretary at (916) 445-6000 or your CDBG Field Representative.